

Town of Clarkdale, AZ



FINANCE DIRECTOR

Annual Salary Range: \$73,790-\$118,064



THE COMMUNITY

The Town of Clarkdale is located in the heart of the Verde Valley, in Yavapai County. Approximately 2 hours north of Phoenix, 1 hour south of Flagstaff, and 30 minutes from the red rocks of Sedona, Clarkdale is a small, historic community with endless recreational amenities and a historic Downtown Business District that serves as the Town's cultural and governmental center. Its unique charm and character cannot be found anywhere else in Arizona. Founded as a smelter town in 1912 by Senator William A. Clark, the Town served as the first master-planned community in the State of Arizona and remains a model of good urban planning today.

Long before Clarkdale was a mining community, the area had been populated by Native Americans for thousands of years. Today, many of their descendants reside in Clarkdale and on the Yavapai-Apache Reservation, located within the town limits.

The area is perfect for the outdoor adventurer. The water lover will find that the Verde River, which flows through Clarkdale's town limits, is ideal for kayaking, canoeing, rafting, picnicking, and fishing. And for the land lover, Clarkdale does not disappoint—hiking, camping, and other adventures are endless.

SCENIC ATTRACTIONS

The region attracts thousands of tourists annually due to its proximity to the Grand Canyon, Coconino National Forest, and Prescott National Forest. In addition, the Sycamore Canyon Wilderness Area and the Tuzigoot National Monument lie just outside the borders of Clarkdale. The Verde Canyon Railroad operates on the rails initially built to serve the copper mines in nearby Jerome. This scenic excursion train departs from its Clarkdale depot and carries visitors along the curves of the Verde River and the Verde Canyon.

THE ORGANIZATION

Incorporated in 1957, the Town of Clarkdale operates under the council-manager form of government. The Town Council consists of the Mayor and four Council Members, all elected at large to serve staggered four-year terms. A Vice Mayor is chosen internally by a vote of the Council every two years. The Town Manager is appointed by the Town Council. The Town Council also appoints the Town Attorney and Town Magistrate.

The Town employs approximately 47 employees and its Fiscal Year 2022 budget is \$15.3 million with a 5-year capital improvement plan budget of \$7.9 million. Clarkdale provides residents with an array of municipal services, including planning, permitting, zoning, economic development, special events, parks and recreation, public safety, utilities, and public works. The organization also provides financial, human resources, risk management, information technology, and emergency management functions for the Town.

The Town's vision is "Clarkdale, a place that makes sense to live, work, and play," and the Mission Statement is "While embracing our history, the Town of Clarkdale strives to build a sustainable future for an equitable and thriving community."

ABOUT THE POSITION

Clarkdale's Finance Director reports directly to the Town Manager, serves as a member of the Town's management team, and is the Department Head for the Finance Department. This position plans, directs, reviews and supervises 1.625 department staff to coordinate their efforts toward achievement of their departmental objectives and the objectives of the Town government as a whole. Key responsibilities of the Finance Director include:

- Maintaining the Town's financial records, preparing operational and capital improvement budgets and revenue forecasts, generating financial reports, conducting cost studies, developing policies, preparing financial plans, processing accounts, and maintaining interface with department systems.
- Overseeing functions of revenue administration, financial planning and reporting, general accounting, payroll, purchasing, utility billing, cost accounting, municipal debt, treasury, financial informational systems, and budget policy analysis.
- Providing highly responsible and complex administrative support, information and recommendations to the Town Manager, Town Council, staff, and externally on behalf of the Town.
- Monitoring economic trends, laws and pending legislation that would impact the community's future operations.



THE IDEAL CANDIDATE

The next Finance Director is an experienced, results-oriented professional with diverse experience who has outstanding leadership and interpersonal skills. Desirable candidates will have a proven track record of municipal budget development, financial reporting and analysis, effectively leading change, improving customer service, holding themselves and others accountable and building mutually productive relationships with a wide variety of internal and external stakeholders. A history of commitment to staff development and empowerment is highly desirable. Additionally, the ideal candidate is a strategic thinker who can plan and execute financial policies by combining strong leadership abilities with a collaborative/inclusive approach. Strong candidates will have a proven record of interactions throughout an organization of similar or larger size and will have a demonstrated commitment to lifelong learning and professional development. Experience in public relations, rate-setting, and preparing and making presentations to the City or Town Council is highly desirable.

EDUCATION & EXPERIENCE REQUIREMENTS

Bachelor's Degree in Accounting, Finance or Business Administration or a closely related field and at least five years of broad and extensive experience involving administration and management of government finances and municipal projects and programs, including three years of supervisory experience; OR any combination of education and/or experience which provides the knowledge, skills and abilities required.

COMPENSATION & BENEFITS

The Town of Clarkdale offers a competitive salary and benefits package including:

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Retirement is provided through the Arizona State Retirement System (ASRS) (Includes Long-Term Disability (LTD))

Paid Time Off (PTO): 29 days/year to start

Sick Leave: Up to 2.67 hours per pay period

Voluntary 457 Deferred Compensation

Medical Insurance

- Choice of 4 plans
- 100% paid for EE only coverage

Dental Insurance

- 100% paid for EE only coverage

Health Savings Account (HSA) w/High Deductible Health Plan options

Life Insurance: \$50,000

Supplemental Life Insurance

Vision Insurance

Employee Assistance Program (EAP)

Flexible Spending Account

QUICK FACTS

Population: 4,391 individuals

Median Age: 57.3 years

Median Household Income: \$49,383

Median Home Value: \$227,900

All demographic information was sourced from the U.S. Census Bureau.



HOW TO APPLY

Applications will be accepted through 5:00p.m. on Friday, December 17, 2021. Please apply online at [ClarkdaleJobs](https://clarkdalejobs.com) or via QR Code.



For more information on this position contact:

Allison Eckert, Interim HR Manager

Allison.Eckert@Clarkdale.az.gov

928-639-2412



Town of Clarkdale

P.O. Box 308,
Clarkdale, AZ 86324

928-639-2400
[Clarkdale.az.gov](https://clarkdale.az.gov)